Canon

imageCLASS
MF4690

Starter Guide

Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

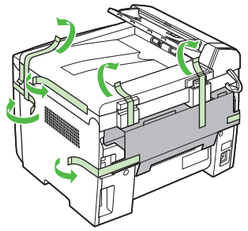


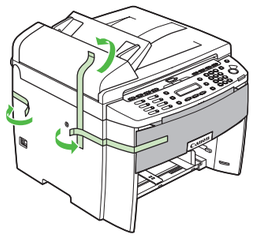
ENG

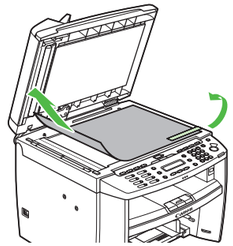
Set Up the Machine

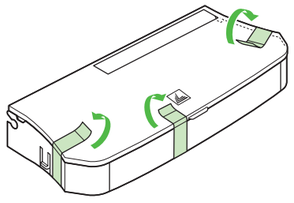
Unpacking the Machine

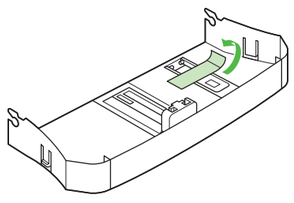
● Remove all shipping tape and packing material from the machine.







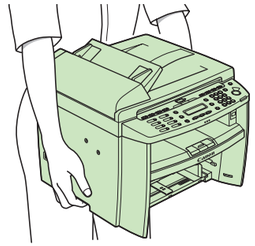




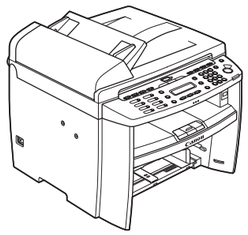
Before Setting Up the Machine

● When moving the machine, grip the handles on both left and right sides of the machine and lift it carefully, as shown in the illustration right.

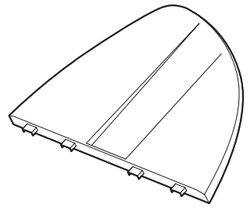
● The shapes of your machine and supplies may differ slightly from those illustrations listed in this manual.



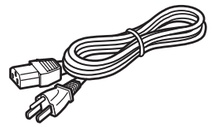
Do You Have Everything?



●Machine



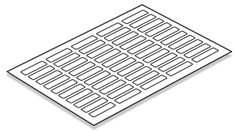
●Document Feeder Tray



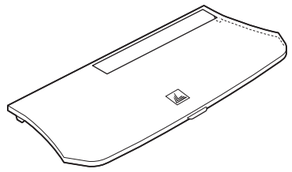
●Power Cord



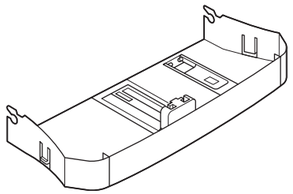
●Telephone Cable



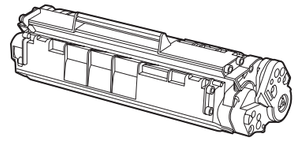
●Destination Labels



●Dust Cover



●Paper Cassette



●Toner Cartridge

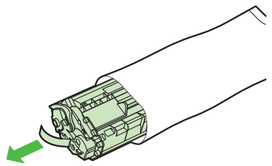
- ●Starter Guide (This Document)
- ●Basic Operation Guide
- ●User Software CD
- ●Reference Guide (located on User Software CD)
- ●Scanner Driver Guide (located on User Software CD)
- ●Limited Warranty Notice
- ●Registration Card

Manuals for the Machine

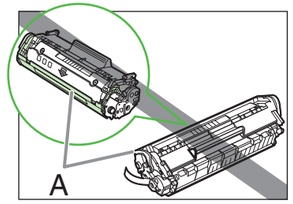
- ● Starter Guide (This Document): Machine set-up and software installation
- ● Basic Operation Guide: Basic features, maintenance, machine settings, and specifications
- ● Reference Guide (located on the User Software CD): Advanced features, system monitor, and reports and lists
- ● Scanner Driver Guide (located on the User Software CD): Scanner settings from a computer

Install Toner Cartridge

1



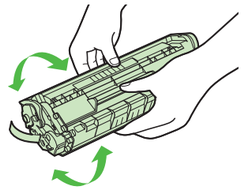
Remove the toner cartridge from the bag.
Keep the bag for future use.



CAUTION

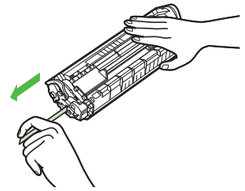
Do not open the drum protective shutter (A).

2



Gently rock the toner cartridge several times to distribute toner inside.

3

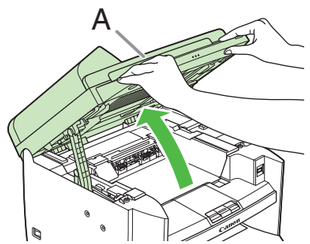


Pull the seal completely out.

NOTE

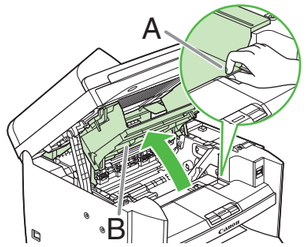
Do not pull the seal out at an angle.

4



Lift the scanning platform (A) until it is locked. (You will hear an audible “click.”)

5



Open the toner cover (B), using the tab (A) which covers over on dent.

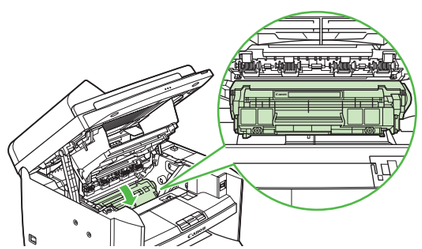
6

Hold the toner cartridge by its handle (A).

7

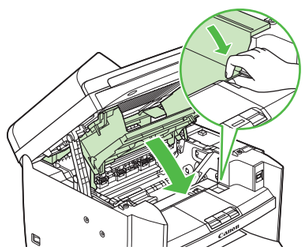
Insert the cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.

8



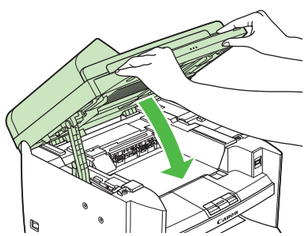
Push the toner cartridge to make sure it is properly set in the machine.

9



Close the toner cover using the tab.

10



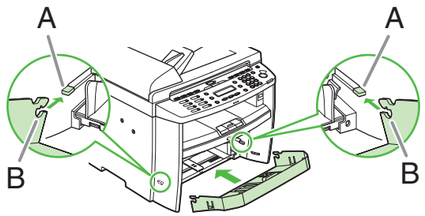
Close the scanning platform.

CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the toner cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

Set Up the Paper Cassette and Load Paper

1

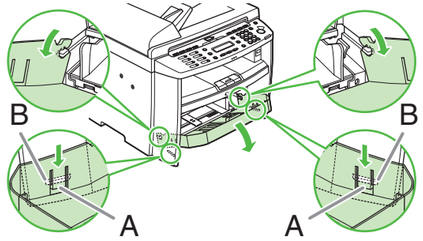


Align the guides (B) on the both edges of the paper cassette to the protrusions (A) inside the machine.

NOTE

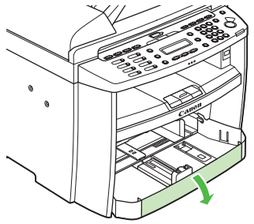
Install the paper cassette with the front end tilted upwards.

2



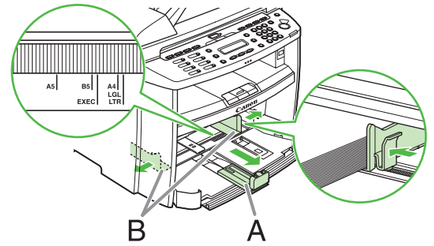
Push the paper cassette down until the hooks (A) on both sides of the paper cassette engage the protrusions (B) inside the machine.

3



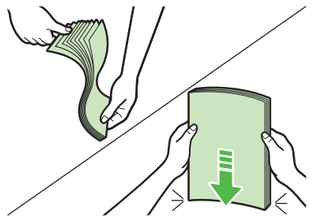
Open the front panel of the paper cassette.

4



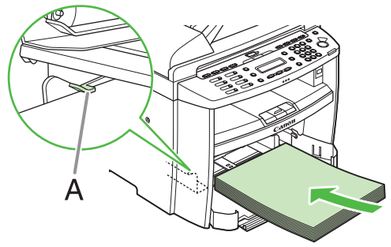
Slide the paper guide rail (A), and then pinch and slide the side paper guides (B) to match the size of paper.

5



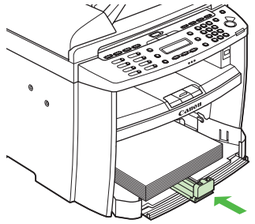
Fan the paper stack and even the edges.

6



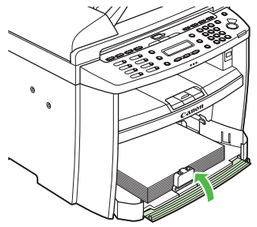
Load the paper into the paper cassette with the print side up. Make sure the paper stack sits below the small fin (A) on the side paper guide.

7

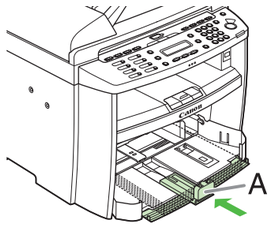


Adjust the paper guide rail to match the size of paper.

8



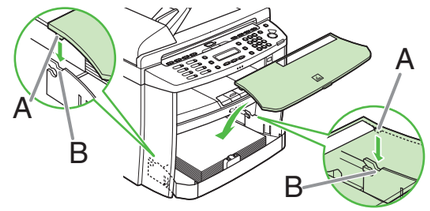
Close the front panel of the paper cassette.



NOTE

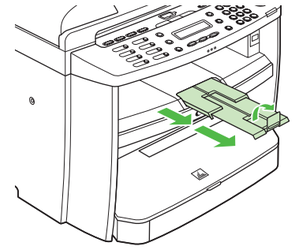
To load Legal-size paper, leave the front panel of paper cassette open and adjust the paper guide rail (A) for Legal-size paper.

9



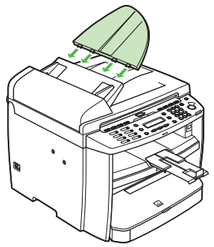
Connect the edge of dust cover (A) and the edge of paper cassette (B).

10



Slide the output tray extension on the front of the machine, and lift the paper stopper.

11



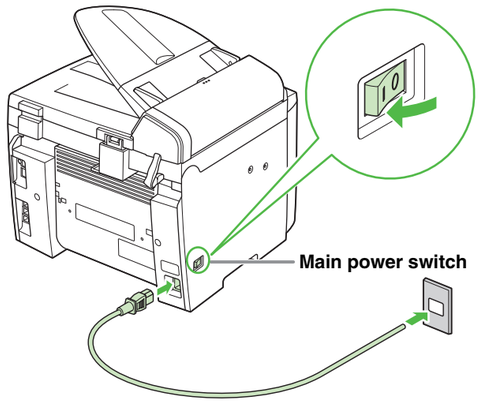
Attach the document feeder tray on the document feeder.

NOTE

– The default paper size/type setting is <LTR> and <PLAIN PAPER>. When you load other size and/or type of paper, change the paper size/type setting. For details, see Chapter 2, “Document and Paper,” in the Basic Operation Guide.
– For loading paper in the multi-purpose tray, see Chapter 2, “Document and Paper,” in the Basic Operation Guide.

Connect the Power Cord and Turn On the Machine

1



Connect the power cord into the rear socket on the back side of the machine and the wall outlet, and press the [I] side of the main power switch to ON.

2

Ex.

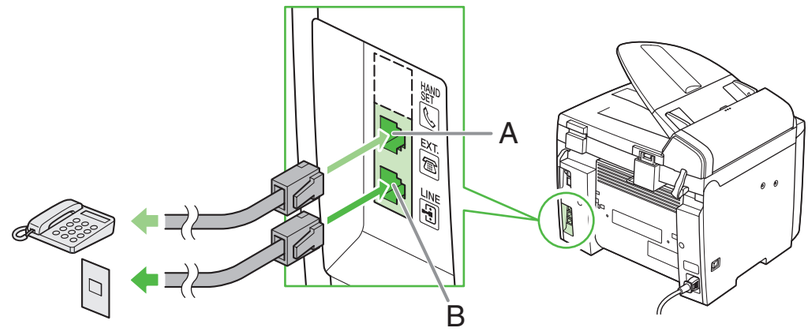


The machine enters the standby mode.

What if...

- **<TONER COVER OPEN/CLOSE COVER> is displayed:**
 Make sure that the toner cover and scanning platform are closed properly. (See “Install Toner Cartridge,” on p. 5.)
- **<TONER IS NOT SET/INSERT TONER> is displayed:**
 Make sure that the toner cartridge is installed properly. (See “Install Toner Cartridge,” on p. 5.)
- **<LOAD PAPER/CASSETTE :LTR> is displayed:**
 Make sure that paper is loaded in the machine. (See “Set Up the Paper Cassette and Load Paper,” on p. 7.)

Connect Telephone Cables

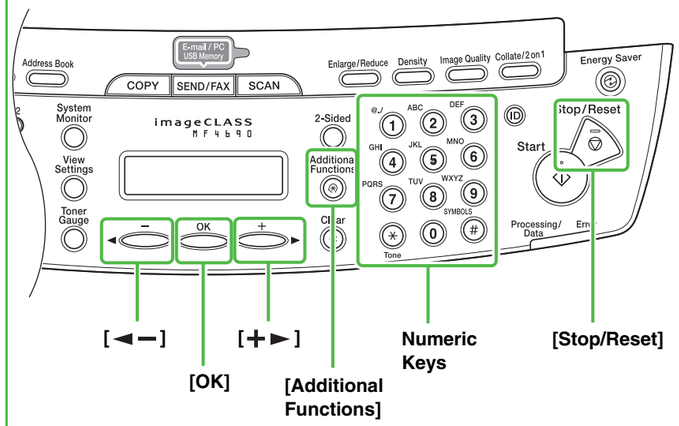


Connect your external telephone to the external device jack (A) on back side of the machine if required.
Connect the supplied telephone cable to the telephone line jack (B) on back side of the machine and the wall jack.

NOTE

If you want to use an external telephone and receive faxes, you will need to set up the receiving mode. (See “Set the Machine for Receiving Faxes,” on p. 19.)

Set the Date and Time



● Entering Information
- Numeric keys: Enters numbers.
- [◄–] or [+►]: Moves the cursor position.
- [OK]: Confirms the entry.

1 Press [Additional Functions].

2 Press [◄–] or [+►] to select <8. TIMER SETTINGS>, then press [OK].

3 Press [◄–] or [+►] to select <1. DATE&TIME SETTING>, then press [OK].

4 Use the numeric keys to enter the date (month/day/year) and time (in 24-hour/military time format), then press [OK].

Ex.

```
DATE&TIME SETTING
12/31/'07 23:19
```

5 Press [Stop/Reset] to return to the standby mode.

NOTE
- You can select the date format among three types listed below at <3. DATE TYPE SELECT>.
 - <MM/DD/YYYY>
 - <DD/MM YYYY>
 - <YYYY MM/DD>
- By default, <6. DAYLIGHT SV.TIME> in the <8. TIMER SETTINGS> menu is set to <ON>. If you want to set <6. DAYLIGHT SV.TIME> in the <8. TIMER SETTINGS> menu to <OFF>, see Chapter 1, “Before Using the Machine,” in the Basic Operation Guide.

Set the Telephone Line Type

1 Press [Additional Functions].

2 Press [◄–] or [+►] to select <5. TX/RX SETTINGS>, then press [OK].

3 Press [◄–] or [+►] to select <2. FAX SETTINGS>, then press [OK].

4 Press [◄–] or [+►] to select <2. USER SETTINGS>, then press [OK].

5 Press [◄–] or [+►] to select <2. TEL LINE TYPE>, then press [OK].

6 Press [◄–] or [+►] to select the telephone line type, then press [OK].

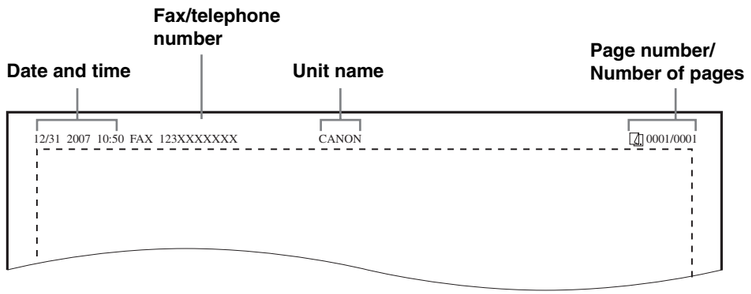
<TOUCH TONE>: Tone dialing (default)
<ROTARY PULSE>: Pulse dialing

7 Press [Stop/Reset] to return to the standby mode.

Set the Machine for Sending Faxes

Guidelines for Entering Information

The sender information you register in the machine appears in the header of each page received by your recipient.

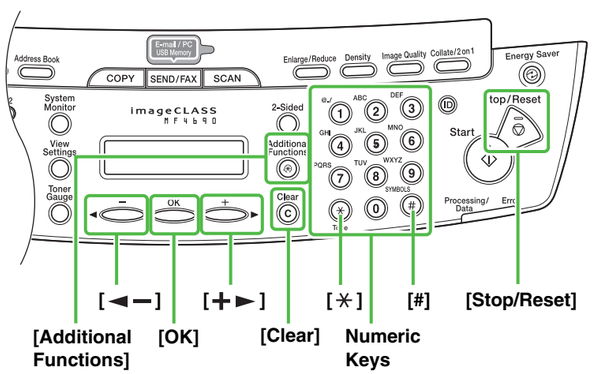


NOTE

Before sending a fax, you MUST register your fax number, unit name, and the current date and time in the machine.

Entering Information

Use the following keys to enter information in the machine.



- Use the numeric keys to enter characters. Press the numeric key repeatedly until the required character appears.
- Press [#] to enter symbols.
- Press [⁎] to switch among input modes:
 - [:a]: Letter mode
 - [:1]: Number mode
- Press [+ ►] to move the cursor position right.
- Press [Clear] or [◄ —] to delete the character before the cursor position. Hold [Clear] to delete the entire entry. Pressing [◄ —] and [Clear] for entering the unit name moves the cursor left and deletes the character at the position.
- Press [OK] to confirm the entry.

You can enter the following characters in each input mode:

	:a	:1
[1]	@.-_/	1
[2]	abcABC	2
[3]	defDEF	3
[4]	ghiGHI	4
[5]	jklJKL	5
[6]	mnoMNO	6
[7]	pqrsPQRS	7
[8]	tuvTUV	8
[9]	wxyzWXYZ	9
[0]		0
[⁎]	→ :a → :1	
[#]	– . ⁎ # ! " , ; : ^ ` _ = / \| ' ? $ @ % & + \ ~ () [] { } < >	

Register Sender Information

1 Press [Additional Functions].

2 Press [◄−] or [+►] to select <5. TX/RX SETTINGS>, then press [OK].

3 Press [◄−] or [+►] to select <2. FAX SETTINGS>, then press [OK].

4 Press [◄−] or [+►] to select <2. USER SETTINGS>, then press [OK].

5 Press [◄−] or [+►] to select <1. UNIT TELEPHONE #>, then press [OK].

6 Use the numeric keys to enter your fax/telephone number (max. 20 digits, including spaces), then press [OK].

Ex.

```
UNIT TELEPHONE #
_
```

7 Press [Additional Functions] twice.

8 Press [◄−] or [+►] to select <1. TX/RX COMMON SET.>, then press [OK].

9 Press [◄−] or [+►] to select <1. TX SETTINGS>, then press [OK].

10 Press [◄−] or [+►] to select <1. UNIT NAME>, then press [OK].

11 Use the numeric keys to enter the unit name (up to 24 characters) (your name, company name, etc.), then press [OK].

Ex.

```
UNIT NAME          :a
_
```

12 Press [Stop/Reset] to return to the standby mode.

Set the Machine for Receiving Faxes

Select the Receive Mode that Suits Your Needs

Follow the chart below to determine the correct receive mode for your needs.

Do you intend to use the machine to receive voice calls?

No → **<FaxOnly>**
Answers all calls as faxes.

Yes

Do you intend to use an answering machine with the machine?

Yes → **<AnsMode>**
Receives faxes automatically and records voice messages.

No

Do you intend to receive faxes automatically?

No → **<Manual>**
Does not answer any calls. You have to manually receive faxes.

Yes

Do you have two phone lines, each with it's own distinctive ring (DRPD)?

No → **<FaxTel>**
Switches between fax and voice calls automatically if an external telephone is connected to the machine.

Yes

<DRPD>
Distinguishes between fax and voice calls, if you want to use an external phone.

NOTE

– The answering machine must be connected directly to the machine for <AnsMode> to work. (See “Connect Telephone Cables,” on p. 12.)
– The external telephone must be connected to the machine for <FaxTel> or <Manual> to work. (See “Connect Telephone Cables,” on p. 12.) By default, if <FaxOnly> is selected in <RX MODE> and external telephone is connected to the machine, the external telephone rings. If you want to turn off the ring, press [Additional Functions] → <TX/RX SETTINGS> → <FAX SETTINGS> → <RX SETTINGS> → <INCOMING RING> then select <OFF>.
– **Voice mail is not supported with <AnsMode>.**
– The <DRPD> mode requires subscription to a DRPD (Distinctive Ring Pattern Detection) service. Contact your telephone company for availability.

Set the Receive Mode

1 Press [Additional Functions].

2 Press [◄–] or [+►] to select <5. TX/RX SETTINGS>, then press [OK].

3 Press [◄–] or [+►] to select <2. FAX SETTINGS>, then press [OK].

4 Press [◄–] or [+►] to select <1. RX MODE>, then press [OK].

5 Press [◄–] or [+►] to select the receive mode, then press [OK].

NOTE
For <AnsMode>, make sure an answering machine is connected to the machine.

6 Press [Stop/Reset] to return to the standby mode.

NOTE
For details, see Chapter 4, “Sending and Receiving” in the Reference Guide.

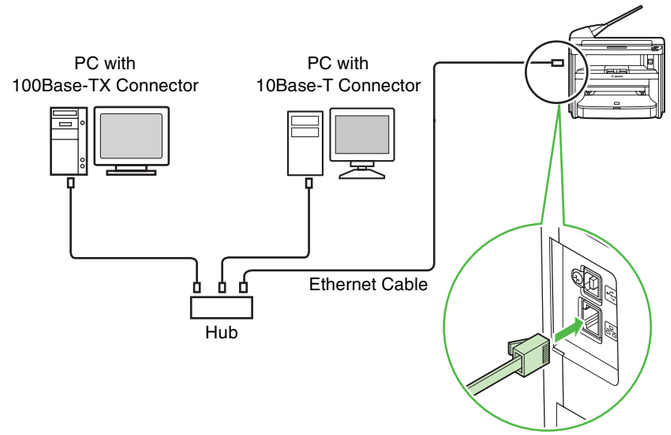
Set the Machine for Network Usage

Connect the Machine to a Network

This machine has a USB connector and LAN connector. If the machine is connected to a network using a LAN cable, you can print the documents sent from a computer, send documents to a file server and send document attached to an e-mail through a network.

NOTE
The machine does not come with a LAN cable.

1 Connect a Category 5 or greater twisted pair LAN cable to the 10Base-T/100Base-TX port on the back of the machine. Connect the other end of the cable to a network router or a hub.



NOTE
If you use the machine as a local printer, connect the machine directly to a computer using a USB cable.
(See “Installing/Uninstalling Software,” on p. 25.)

Specify the IP Address Settings

An IP address must be specified in order to enable communication between the machine and a computer.

NOTE
– It is recommended that the network administrator perform the following procedures.
– Before performing the following procedure, make sure that the machine is turned on and connected to a network.
– This machine is set by default to automatically draw an IP address using DHCP. If your network server or router is configured to provide a DHCP address, all you need to do is connect a network cable and turn on the machine. The machine will draw an IP address automatically.
– This machine also supports automatic IP addresses using BOOTP and RARP protocols. If you use these protocols, select <ON> at step 6 of the following procedures, then specify the <2. BOOTP> or <3. RARP> settings.

Specify the IP Address Manually

1 Press [Additional Functions].

2 Press [◄–] or [+►] to select <11. SYSTEM SETTINGS>, then press [OK].

3 Press [◄–] or [+►] to select <5. NETWORK SETTINGS>, then press [OK].

4 Press [◄−] or [+►] to select <1. TCP/IP SETTINGS>, then press [OK].

5 Press [◄−] or [+►] to select <1. IP ADDRESS AUTO.>, then press [OK].

6 Press [◄−] or [+►] to select <OFF>, then press [OK].

7 Press [◄−] or [+►] to select <2. IP ADDRESS>, then press [OK].

8 Use the numeric keys to enter the IP address, then press [OK].

Ex.

```
IP ADDRESS
000.000.000.000
```

9 Press [◄−] or [+►] to select <3. SUBNET MASK>, then press [OK].

10 Use the numeric keys to enter the subnet mask, then press [OK].

Ex.

```
SUBNET MASK
000.000.000.000
```

11 Press [◄−] or [+►] to select <4. GATEWAY ADDRESS>, then press [OK].

12 Use the numeric keys to enter the gateway address number, then press [OK].

Ex.

```
GATEWAY ADDRESS
000.000.000.000
```

13 Turn off the main power on the left side of the machine, then turn on the power to restart the machine.

NOTE

If you send documents via e-mail, specify the E-MAIL settings. (See Chapter 6, “Network,” in the Reference Guide.)

Installing/Uninstalling Software

Installation Procedure

Perform the following procedure to install the printer, fax, and scanner drivers. If you install these drivers, you can print and send faxes from your computer, and scan documents into your computer. Printer drivers are divided into two types: PCL and UFRII LT.

- PCL: This is the Hewlett-Packard's PCL printer driver, which includes the PCL5c, PCL5e, and PCL6 drivers. The PCL5c printer driver is for color printers, while the PCL5e and PCL6 printer drivers are for black-and-white printers. PCL6 is an advanced version of PCL5e and offers superior printing quality and speed. This machine supports the PCL5e and PCL6 printer drivers.
- UFRII LT: This is the Canon UFRII LT printer driver. Using this driver, the various data processing tasks conventionally executed within the printer are appropriately divided between the host PC and the printer to greatly reduce the overall printing time. The workload can be delegated to match the output data, thus realizing a significant increase in speed through optimization.

NOTE

The scanner driver is available only through a USB connection.

Before Installation:

- **Do not connect the USB cable before installing the software. If you connect the USB cable before installing the software and the Found New Hardware Wizard screen appears, click [Cancel].**
- **For Windows 2000/XP/Server 2003/Vista, logon as Administrator to install the software.**
- **Make sure the machine is turned on before connecting the USB cable.**
- **On the screen shown at each step, click on the circled button to proceed.**
- **The machine does not come with a USB cable.**

System Requirements

Microsoft Windows 98/98SE
CPU: Intel Pentium/90 MHz or faster
Memory: 128 MB or more

Microsoft Windows Me
CPU: Intel Pentium/150 MHz or faster
Memory: 128 MB or more

Microsoft Windows 2000 (32-bit version)
CPU: Intel Pentium/133 MHz or faster
Memory: 128 MB or more

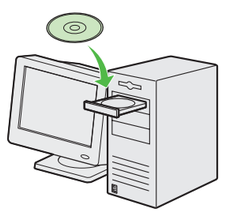
Microsoft Windows XP (32-bit version)
CPU: Intel Pentium/Celeron series 300 MHz or faster
Memory: 128 MB or more

Microsoft Windows Server 2003 (32-bit version)*
CPU: Intel Pentium/Celeron series 133 MHz or faster
Memory: 128 MB or more
* Only for network connection.

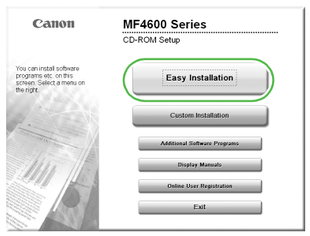
Microsoft Windows Vista (32-bit version)
CPU: Intel Pentium 800MHz or faster
Memory: 512MB or more

USB Connection

1

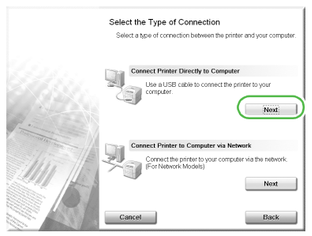


2

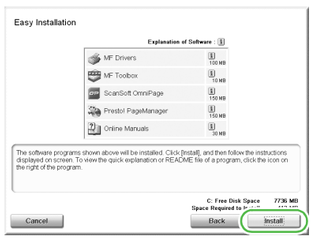


If the MF4600 Series CD-ROM Setup screen is not displayed, click [start] on the Windows task bar → [My Computer]. Windows Vista: click [start] on the Windows task bar → [Computer]. Windows 98/Me/2000: double-click [My Computer] on the Windows desktop.
Open the CD-ROM icon, then double-click [MInst] ([MInst.exe]).

3



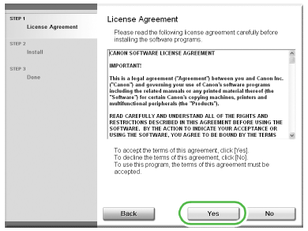
4



NOTE

If the disk space is insufficient to install the software, an error message is displayed. Free the disk space, and then try again.

5



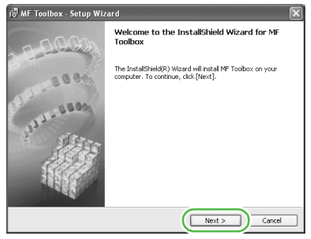
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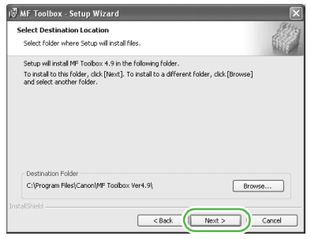
7



8



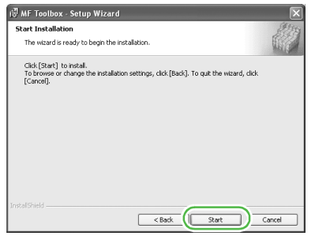
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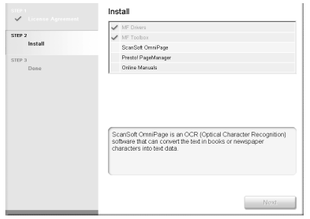


11



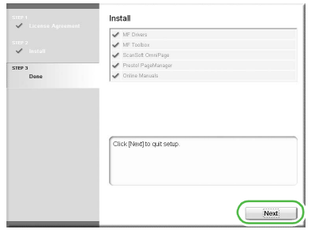
12



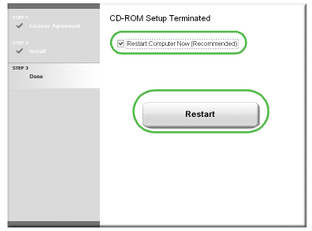


When you install Presto! PageManager and ScanSoft OmniPage, follow the on-screen instructions.

13

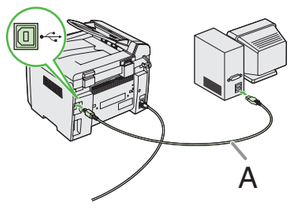


14



After checking [Restart Computer Now (recommended)] button, you can restart your computer by clicking the [Restart] button.

15

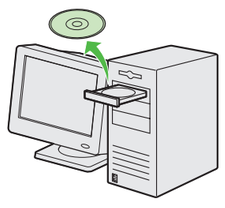


After restarting your computer, connect the machine and your computer with a USB cable (A).

NOTE

If you are using Windows 98/Me, Version Conflict messages may appear during the installation. In this case, click [YES] and continue.

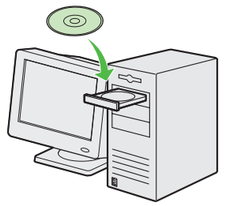
16



You have now completed installation.

Network Connection

1



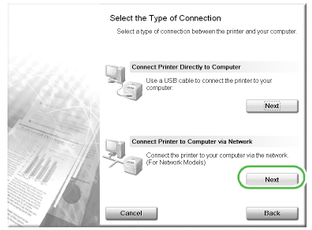
2



If the MF4600 Series CD-ROM Setup screen is not displayed, click [start] on the Windows task bar → [My Computer].

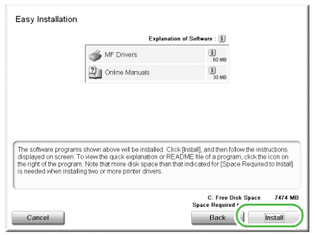
Windows Vista: click [start] on the Windows task bar → [Computer]. Windows 98/Me/2000: double-click [My Computer] on the Windows desktop.
Open the CD-ROM icon, then double-click [MInst] ([MInst.exe]).

3

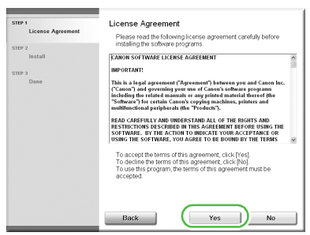


While installing the software on a computer running Windows Server 2003, the display in this step does not appear.

4



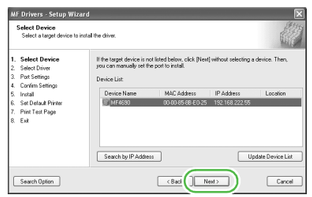
5



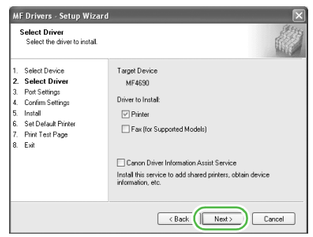
6



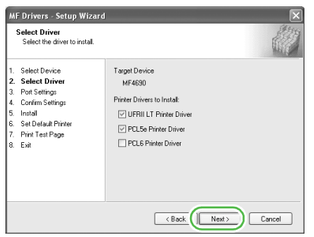
7



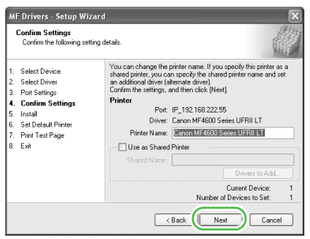
8



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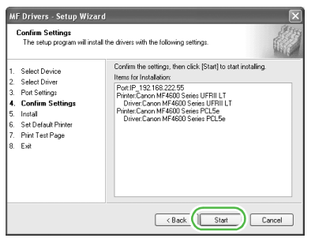


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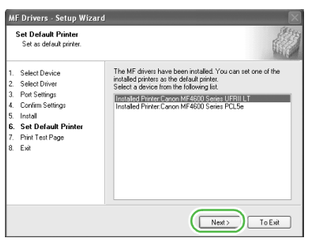
Repeat this step for each driver that you have selected.

11

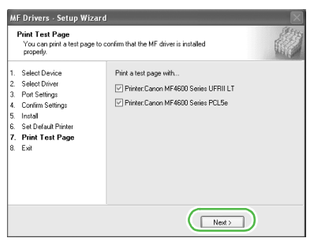




12



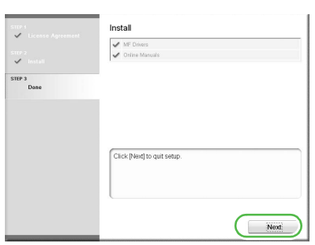
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14



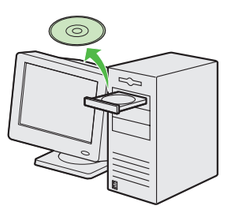
15



16



17



You have now completed installation.

Confirming the installation

Check if the driver is installed successfully and if this machine has been set as default printer.

NOTE

When you opened the [printer] screen from an application, if this product was selected, it has been set up as default printer.

1 Open the [Printers and Faxes] folder (Windows 98/2000: the [Printers] dialog box).

Windows XP/Server2003: Click [start] on the Windows task bar → select [Printers and Faxes].
Windows Vista: Click [start] on the Windows task bar → select [Control Panel] → [Hardware and Sound] → double-click → [Printer].
Windows 98/Me/2000: [Start] → [Settings] → [Control Panel] → double-click [Printers].
Make sure the corresponding printer driver icon is displayed.

2 Set as default printer.

Click the printer icon of this machine.
Click [Set as Default Printer] from [File] menu.

3 Open the [Scanners and Cameras] folder (Windows 98/2000: the [Scanners and Cameras Properties] dialog box).

Windows XP/Server2003: Click [start] on the Windows task bar → select [Control Panel] → [Printers and Other Hardware] → [Scanners and Cameras].
Windows Vista: Click [start] on the Windows task bar → select [Control Panel] → [Hardware and Sound] → double-click → [Scanners and Cameras].
Windows 98/Me/2000: [Start] → [Settings] → [Control Panel] → double-click [Scanners and Cameras].
Make sure the corresponding scanner driver icon is displayed.

4 Check if there is the [Canon MF Toolbox 4.9] icon on the Windows desktop.

If the [Canon MF Toolbox 4.9] icon is displayed on the Windows desktop, installation of the MF Toolbox 4.9 has been successful.

Uninstallation Procedure

Before uninstallation, make sure of the following:

- You have the installation software available for installation.
- No application is running on your computer.

NOTE

– For uninstallation in Windows 2000/XP/Server 2003/Vista, you must be the user with administrative privileges.
– For uninstallation, first uninstall the MF Toolbox, and then the MF drivers.
– If you want to remove the manuals installed from [Easy Installation], you can manually uninstall them by selecting the [Additional Software Programs] on the MF4600 Series CD-ROM Setup screen and click the [Uninstall] button for Manual Uninstaller.

Uninstalling the MF Toolbox

1 Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF Toolbox 4.9] → [Toolbox Uninstall].

2 Follow the on-screen instructions.

When the Repair or Remove program selection screen is displayed, check [Remove], then click [Next >].
If asked to confirm removal of an application etc., click [Remove].
Restart your computer if asked to do so.

Uninstalling the MF Drivers

1 Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF4600 Series] → [Uninstall Drivers].

The [MF Drivers Uninstaller] dialog box appears.

2 Click [Delete].

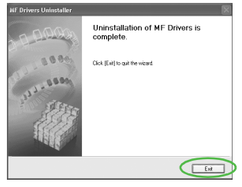


3 Click [Yes].

Uninstallation proceeds automatically and next dialog box appears.



4 Click [Exit].



NOTE

Restart your computer if asked to do so.

3 Click [Exit].

Bundled on the User Software CD

To install the following programs, load the User Software CD into a computer, click on the [Easy Installation] or [Custom Installation] button on the CD-ROM Setup (Software Programs) screen, then follow the instructions that appear on the screen. If the CD-ROM Setup (Software Programs) screen is not displayed, click [Start] on the Windows task bar → [My Computer]. (Windows Vista: click [start] on the Windows task bar → [Computer]. Windows 98/Me/2000: double-click [My Computer] on the Windows desktop.) Open the CD-ROM icon, then double-click [MInst] ([MInst.exe]).

● **ScanSoft OmniPage**
ScanSoft OmniPage makes it easy to convert scanned paper documents and images from image files into editable text for use in your favorite computer applications. For details, see online help for this program.

● **Presto! PageManager**
Presto! PageManager makes it easy to scan, share and organize photos and documents. For details, see the online manual and online help for this program.

● **NetSpot Device Installer (NSDI)**
NetSpot Device Installer enables you to set up the machine for network operations. When you start this program, click on the [Additional Software Programs] button in step 2 of “Installation Procedure – For USB Connection” or in step 2 of “Installation Procedure – For Network Connection – Install Software,” then follow the instructions that appear on the screen. For details, see the Readme file and online help for this program.

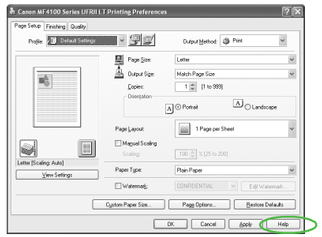
NOTE
NetSpot Device Installer is not supported on Windows Vista.

Using Help

The user software CD includes programs (driver software and application software) which the supplied instruction guides do not cover. When you utilize such programs, refer to online help and context sensitive help following the instructions below.

Online Help

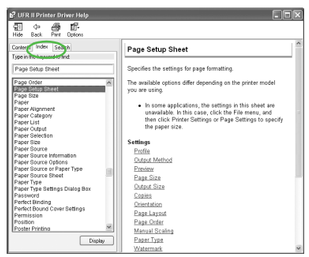
You can locate additional help in the online help file provided with the driver software. In the [Properties] dialog box, you can click [Help] to display information about every feature and option in the drivers.



In the help dialog box, you can click [Contents], then double-click your desired title to display information.



In the help dialog box, you can click [Index], then double-click your desired keyword in the list to display information. To search the desired keyword quickly, enter a keyword in the upper text box. The nearest keyword is located in the list below.



Contacting Service Center

When you have a problem with your machine and you cannot solve it even if you refer to the manuals or online help, please contact our Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday.

Canadian customer support is available on-line at www.canon.ca or by calling 1-800-652-2666 Monday through Friday from 9 am to 8 pm EST.

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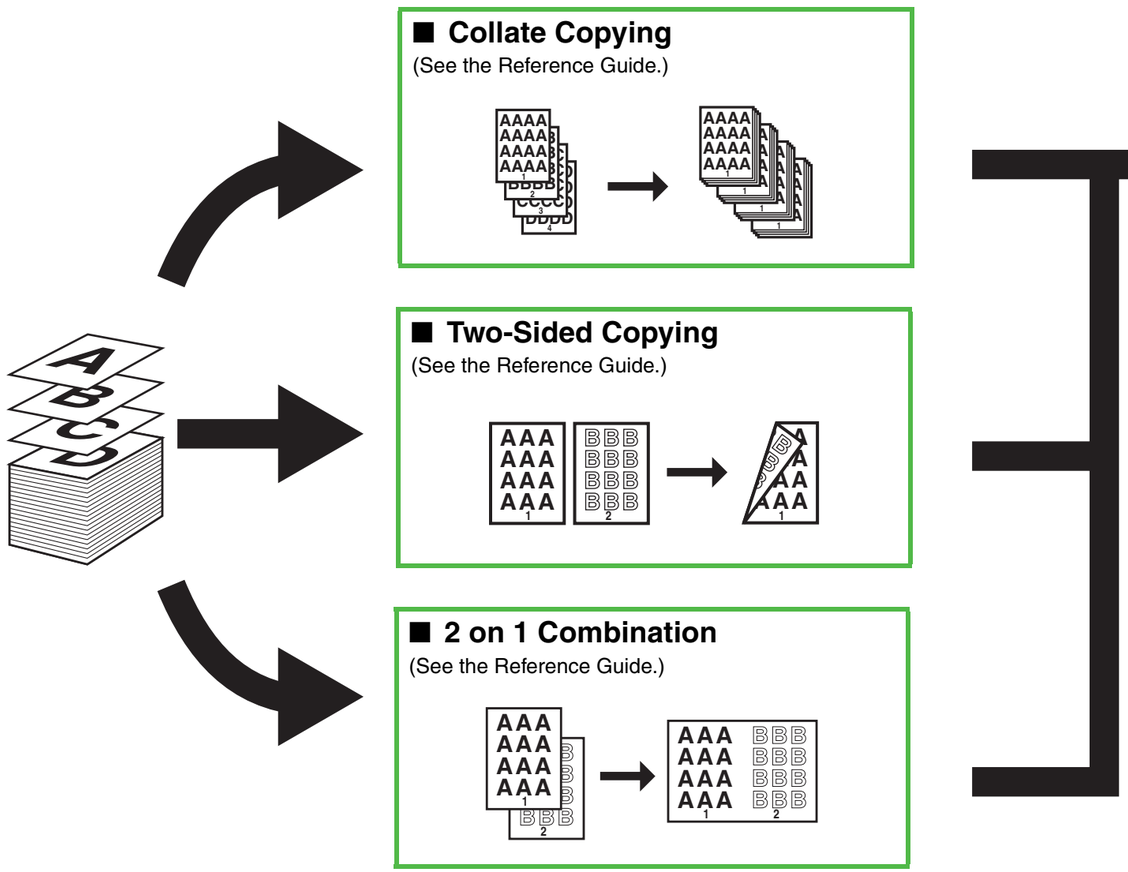
A Tip for Saving Paper

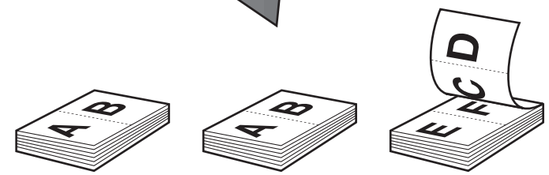
The machine comes with useful features that can be combined to reduce the volume of paper used when copying.

Copying regularly



Copying with features combined





Combinations of Features

To get the best use of the machine's copy features, try other combinations listed in this table.

●: Available

	2 on 1 Combination	1 to 2-Sided	Collate
2 on 1 Combination		●	●
1 to 2-Sided	●		●
Collate	●	●	

Canon

CANON INC.
30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan

CANON U.S.A., INC.
One Canon Plaza, Lake Success, NY 11042, U.S.A.

CANON CANADA INC.
6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada

CANON EUROPA N.V.
Bovenkerkerweg 59-61 1185 XB Amstelveen, The Netherlands

CANON FRANCE S.A.S.
17, quai du Président Paul Doumer 92414 Courbevoie Cedex, France

CANON COMMUNICATION & IMAGE FRANCE S.A.S.
12, rue de l'Industrie 92414 Courbevoie Cedex, France

CANON (U.K.) LTD.
Woodhatch, Reigate, Surrey, RH2 8BF, United Kingdom

CANON DEUTSCHLAND GmbH
Europark Fichtenhain A10, 47807 Krefeld, Germany

CANON ITALIA S.p.A.
Via Milano, 8 20097 San Donato Milanese (MI) Italy

CANON ESPAÑA, S.A.
c/ Joaquín Costa 41, 28002 Madrid, Spain

CANON LATIN AMERICA, INC.
703 Waterford Way Suite 400, Miami, Florida 33126 U.S.A.

CANON AUSTRALIA PTY. LTD
1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia

CANON CHINA CO., LTD
15F Jinbao Building No.89 Jinbao Street, Dongcheng District, Beijing 100005, China

CANON SINGAPORE PTE. LTD.
1 HarbourFront Avenue #04-01 Keppel Bay Tower, Singapore 098632

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